

STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO PRICE LIST NO. PL 03-21 (Oahu Only)

Includes Change 1

Revised January 23, 2004

COPY MACHINE SUPPLIES

(IFB-03-082-O)

April 1, 2003 through March 31, 2005

PARTICIPATING JURISDICTIONS. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

- Executive branch agencies
- Department of Education
- Judiciary
- Senate
- House of Representatives

A purchasing jurisdiction may elect not to extend its commitment to this contract beyond the initial contract term. Further, a purchasing jurisdiction not participating in the contract may, at the earliest, commit to the contract at the inception of a contract extension period, if any.

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "Request for Authorization to Purchase Outside of the Price List", available at the SPO Website, www.spo.hawaii.gov.

POINT OF CONTACT. Questions regarding the supplies listed herein, ordering, pricing, and status should be directed to the vendor.

Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Phone	Fax	E-mail
Executive	Caroldynne Yamashita	586-0566	586-0570	carol.yamashita@hawaii.gov
DOE	DOE Procurement Office	675-0130	675-0133	connie_chun/PROCURE/HIDOE@notes.k12.hi.us
Judiciary	Newton Sakamoto	538-5805	538-5802	newton.t.sakamoto@courts.state.hi.us
Senate	Paul T. Kawaguchi	586-6720	586-6719	senclk@capitol.hawaii.gov
	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.hawaii.gov
	Deborah Aki	586-6765	586-7229	wikander@capitol.hawaii.gov
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawaii.gov

USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS. Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 42D or 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. A price list vendor may choose to deny participation by a nonprofit. Provided, however, if a nonprofit and price list vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than a price list vendor.

ORDERS are to be placed with the following vendor:

<u>Vendor</u>	<u>Address</u>	<u>Phone</u>	<u>Fax</u>
CompUSA Store LP	604 Ala Moana Blvd. Honolulu, HI 96813	808/543-6602	808/543-6683
Contact Person:	Francis Duran	808/543-6623	808/543-6683
Payment address:	P.O. Box 200670 Dallas, TX 75320-0670		

VENDOR CODE for Executive agency annotation on purchase orders is obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment be sure the correct vendor code is used.

UNIT PRICES include delivery to destination and all other costs **except** the State General Excise Tax, currently 4%. Agencies are advised to add the amount of the tax to their purchase order total.

PURCHASE ORDERS. It is the responsibility of each agency to insure timely issuance of purchase orders. Vendor is not obliged to accept any order received after the price list expiration date; however, vendor shall fill timely orders for which delivery may extend beyond the expiration date. Do not issue purchase orders specifying delivery after the price list expiration date.

"**SPO PL No. 03-21**" should be noted on purchase orders issued against this price list.

ORDERING INFORMATION. Minimum Quantities are required for some items. Example: When ordering Item 2a, the agency is required to order minimum five units (cartons). However, the listed unit price is for a **single** unit (carton). In the interest of minimizing both purchase order processing and dealer's delivery costs, agencies are urged to consolidate as many items as practicable on each purchase order

All claims for shortages and/or wrong merchandise shall be made within five (5) working days

after receipt of order.

DELIVERIES. Agencies must be very specific on their purchase order as to exactly where the supplies are to be delivered (department, name of office, address, floor number, room number, storeroom, attention to a particular person, telephone number, etc.).

Deliveries on purchase orders totaling \$100.00 or more (excluding the 4% General Excise Tax) shall be made within (10) ten calendar days within city limits and fifteen (15) calendar days in rural areas, following Contractor's receipt of the purchase order. Agencies are to keep this delivery timetable in mind and schedule the issuance of purchase orders accordingly.

Orders totaling less than \$100.00 shall be available at "will call" within three (3) working days **or** the Contractor may, at his option, deliver these orders in accordance with his delivery schedule. The minimum for each purchase order shall be \$40.00.

The Contractor is obliged to deliver the products indicated on this price list in accordance with the contract terms and within the required delivery time. Further, the Contractor shall be required to deliver all items outstanding at the end of the contract period for purchase orders received during the term of the contract.

CONTRACTOR LIABILITY. Contractor warrants that the products offered are suitable for use with the copy machines for which the products were offered. Contractor shall be held liable for equipment damages that are a result of the incompatibility between their products and the copy machines for which these products were offered.

VENDOR EVALUATION form should be used to report complaints or commendations; a form is attached for your convenience. Agencies are encouraged to use the form whenever appropriate. Fax completed form(s) to the State Procurement Office, facsimile number 586-0570.

In the event a complaint regarding a vendor's product or performance is filed, the agency may request a meeting with the vendor at the agency's place of business to resolve the problem. This meeting should take place within one week of the complaint.

PRICE LIST AVAILABLE ON SPO WEBPAGE. The price list is available at the SPO website: <http://www2.hawaii.gov/priceapps/showprice.cfm?&ShowAll=Yes>

/s/ Robert J. Govers
Robert J. Govers, CPPB
Procurement Officer

ITEM NO.	ARTICLE AND DESCRIPTION	BRAND NAME AND NO.	UNIT	PRICE	VENDOR
1.	<u>CANON MODEL NP-4050 OEM:</u>				
	a. <u>Toner</u> , one 2-1/2 lb. tube/ctn	CANON F41-8021-xxx	Ctn	\$ 32.92	CompUSA
2.	<u>XEROX MODELS 1065/5065/5365; OEM:</u>				
	a. <u>Dry Ink Plus</u> , five 2.5 lb cart/ctn; 5 ctns/order	XEROX 6R229	Ctn	126.57	"
	b. <u>Developer</u> , 6 lb/ctn; 3 ctns/order	XEROX 5R318	Ctn	130.56	"
	c. <u>Fuser Agent</u> , 1 ltr btl/ctn	XEROX 8R2955	Btl	46.35	"
	d. <u>Staples</u> , for finisher; five 5,040-staple carts per box	XEROX 8R2253	Box	85.41	"
	e. <u>Staples</u> , for convenience stapler; five 5,000-staple carts per box	XEROX 8R4023	Box	87.63	"
3	<u>XEROX MODELS 1075/1090/5388; OEM:</u>				
	a. <u>Dry Ink Plus</u> , three 3.6 lb cart/ctn; (net wt. 11 lbs) 5 ctns/order	XEROX 6R301	Ctn	65.55	"
	b. <u>Developer</u> , 12 lb/ctn 3 ctns/order	XEROX 5R302	Ctn	132.93	"
	c. <u>Fuser Lubricant</u> , two 200 ml tube/ctn; 5 ctns/order	XEROX 8R983	Tube	19.10	"
4.	<u>XEROX MODELS 5021/5028/5034; OEM:</u>				
	a. <u>Dry Ink Plus</u> , two 600 gr cart/ctn	XEROX 6R244	Ctn	103.22	"
	b. <u>Copy Cartridge</u> , 7 lb cart	XEROX 113R161	Cart	276.94	"
	c. <u>Staples</u> , for finisher, five 5,040-staple cart per box	XEROX 8R2253	Box	87.20	"

ITEM NO.	ARTICLE AND DESCRIPTION	BRAND NAME AND NO.	UNIT	PRICE	VENDOR
5.	<u>XEROX MODELS 5052/5053; OEM:</u>				
a.	<u>Dry Ink Plus</u> , four 1 lb btl/ctn; 5 ctns/order	XEROX 6R113	Ctn	\$ 61.71	CompUSA
b.	<u>Developer</u> , 11 lb lb/ctn; 3 ctns/order	XEROX 5R140	Ctn	135.18	"
c.	<u>Fuser Lubricant</u> , 290 ml tube/ctn; 3 ctns/order	XEROX 8R111	Ctn	16.96	"
6.	<u>XEROX MODELS 5100; OEM:</u>				
a.	<u>Dry Ink</u> , two cartridges per ctn (net wt. 12.8 lbs); 5 ctns/order	XEROX 6R258	Ctn	158.88	"
b.	<u>Developer</u> , one 10 lb btl/ctn; 3 ctns/order	XEROX 5R177	Ctn	232.29	"
c.	<u>Fuser Web</u> , 1 roll/ctn; 3 ctns/order	XEROX 8R3692	Ctn	97.02	"
d.	<u>Staples</u> , for finisher; four 5,000-staple cart per ctn	XEROX 8R3625	Ctn	170.53	"
7.	<u>XEROX MODELS 5345/5355; Bookmark 35; OEM:</u>				
a.	<u>Dry Ink</u> , two cart/ctn (net wt. 8 lbs); 5 ctns/order	XEROX 6R726	Ctn	102.33	"
b.	<u>Developer</u> , one 11 lb btl/ctn; 3 ctns/order	XEROX 5R140	Ctn	133.77	"
c.	<u>Staples</u> , for finisher; five carts per ctn	XEROX 8R4023	Ctn	87.63	"
8.	<u>XEROX MODELS 5380/5385; OEM:</u>				
a.	<u>Dry Ink</u> , 4 cart/ctn; 5 ctns/order	XEROX 6R818	Ctn	126.63	"
b.	<u>Developer</u> , 1.5 kg/ctn; 3 ctns/order	XEROX 5R195	Ctn	335.55	"